

## Position Description

### WCC Outreach Assistant & Food Bank Garden Coordinator

#### Overview:

**AmeriCorps Term Dates:** October 3, 2016 - September 15, 2017

**Age Restrictions:** Applicants must be 18 to 25 years old at time of hire\*

**Compensation:** Washington State Minimum wage (\$9.47/hour) plus AmeriCorps Education Award (\$5,775 after successful completion of term)

This AmeriCorps position is located at Washington State Department of Ecology's Lacey Headquarters, supporting with the following groups on environmental and sustainability topics:

- Washington Conservation Corps
- Shorelands & Environmental Assistance Program
- Communications
- Food Bank Garden Subcommittee
- Sustainability Team
- Facilities

#### Desirable Skills:

- Excellent written and oral communication skills
- Self-motivated and independent, with the ability to collaborate with many different teams of people

#### Specific Tasks

- Assist with Washington Conservation Corps (WCC) Outreach
  - Publish monthly newsletter for the WCC program
  - Create blogs, articles, brochures, posters, and other outreach materials
  - Assist with WCC conference preparation and coordination
  - Assist with WCC social media (Twitter, Facebook, Blogger, Instagram, etc)
  - Attend recruitment events
- Assist with Shorelands & Environmental Assistance Communications
  - Create blogs and content for social media
  - Take photos and video to support program projects and initiatives
  - Create infographics, videos, and podcasts
  - Develop and publish semi-annual Coastal Currents newsletter
- Manage Department of Ecology's Food Bank Garden
  - Organize weekly volunteer sessions to weed and maintain the garden and weekend work parties for larger projects
  - Facilitate Food Bank Garden Sub-committee

- Organize Earth Day Plant Sale to benefit the Food Bank Garden
- Plan and implement special garden projects
- Budget and manage proceeds from fundraisers, order garden supplies, and equipment
- Track volunteer participation for use in outreach
- Support Department of Ecology's Sustainability Team activities
- Participate in Ecology's Waste Reduction and Recycling Committee, including helping with waste audits
- Assist Facilities to periodically update the energy tracking spreadsheet

#### Special Application Instructions:

Priority consideration will be given to applications received by **5:00 pm on August 10<sup>th</sup>**. While reviewers may consider additional applications after this date, preference is given to those received on or before August 10<sup>th</sup>. To be considered for this position, applications must:

1. Complete the WCC Application at <https://fortress.wa.gov/ecy/wccapp/> (select IP-LACEY/DEPT OF ECOLOGY SUSTAINABILITY & WCC as your location preference)
2. Email a résumé and cover letter to [Laura.Schlabach@ecy.wa.gov](mailto:Laura.Schlabach@ecy.wa.gov) **and** [Jessica.Payne@ecy.wa.gov](mailto:Jessica.Payne@ecy.wa.gov)

*\*WCC Age restrictions are based on legislative mandate, limited exceptions may be made for Gulf War era II veterans, reservists, and dependents, and participants with a sensory or mental disability.*